

CHASE
CHASE
CHASE
CHASE
CHASE
CHASE
CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #93
Account Number Ending In: 0515
Checking Deposit \$2,585.75
Cash Amount \$2,585.75

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/23/2010 15:11

Business Date 12/23/2010
Session #40

Thank you - Yolanda
Cashbox #10

RATES

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply

TranSource®

DATE 12/23/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2585	
COIN		75
CHECKS LIST EACH SEPARATELY		
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20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME Serenity Marshall

DEPOSIT BAG # 127603078

TOTAL 2585 75

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #2650383

TOTAL ITEMS 7

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11849
345 HUDSON ST

JPMORGAN CHASE BANK

11649 15602010721 777120515

2585.75

TranSource®

DATE 12/23/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	258	
COIN		75
CHECKS LIST EACH SEPARATELY		
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20		
DEPOSIT PREPARED BY <u>SM</u>		
DEPOSIT VERIFIED BY <u>SM</u>		
PRINT NAME <u>Penity Marshall</u>		
DEPOSIT BAG # <u>12603076</u>		
TOTAL	258	75

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCLOSED.

TO REORDER
CALL 1-888-750-4345
AND REFERENCE
ORDER #2659383

TOTAL ITEMS 1

DEPOSIT TICKET

\$ 258.75

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST
JPMORGAN CHASE BANK

11649 5802010221
7771705151

CONFIDENTIAL

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2585.15
DO NOT DISCARD UPON REMOVAL DATE: 12/23/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603078

Cash Management Log DAY- THURS DATE - 12/23/10

SAFE COUNT

NAME	OPEN: <u>MONA</u>	MID 1: <u>SA</u>	MID 2:	MID 3:	CLOSE: <u>GISELE</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>7:24am</u>	<u>11:24am</u>	<u>11:38</u>	<u>3:20p</u>	<u>3:24</u>	<u>7:30</u>
\$0.01	<u>16</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>13</u>
\$0.05	<u>26</u>	<u>26</u>	<u>26</u>	<u>26</u>	<u>26</u>	<u>24</u>
\$0.10	<u>70</u>	<u>70</u>	<u>70</u>	<u>70</u>	<u>70</u>	<u>60</u>
\$0.25	<u>170</u>	<u>140</u>	<u>140</u>	<u>240</u>	<u>240</u>	<u>240</u>
\$1.00	<u>223</u>	<u>165</u>	<u>165</u>	<u>265</u>	<u>265</u>	<u>268</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
\$5.00	<u>945</u>	<u>575</u>	<u>675</u>	<u>1075</u>	<u>1075</u>	<u>805</u>
\$10.00	<u>90</u>	<u>90</u>	<u>90</u>	<u>90</u>	<u>90</u>	<u>130</u>
\$20.00	<u>260</u>	<u>620</u>	<u>620</u>	<u>20</u>	<u>20</u>	<u>260</u>
OTHER \$'s	<u>0</u>	<u>1100</u>	<u>1100</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Change Fund	<u>1800</u>	<u>1800</u>	<u>1800</u>	<u>1800</u>	<u>1800</u>	<u>1800</u>
# Tills/Total \$	<u>16200</u>	<u>active</u>	<u>in use</u>	<u>in use</u>	<u>active</u>	<u>40200</u>
# Till Drops	<u>65</u>	<u>70</u>	<u>7</u>	<u>40</u>	<u>650</u>	<u>410</u>
Cust. Recov. Cert.	<u>27</u>	<u>27</u>	<u>27</u>	<u>24</u>	<u>24</u>	<u>24</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>0</u>	<u>85</u>	<u>8</u>	<u>410</u>	<u>8540</u>	<u>410</u>
Comments:	<p>fake \$20 in safe... bring to bank to verify... validated... all \$ OK</p>					

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:	<u>SA</u>	Taken By Cash Controller:	<u>SA</u>
Preparing Deposit:	<u>SA</u>	Date to Bank:	<u>12/23/10</u>
Start Time:	<u>2pm</u>	Time to Bank:	<u>2:35pm</u>
Deposit Bag #:	<u>127603078</u>	Deposit Bag #:	<u>127603078</u>
Deposit Witness:	<u>Giselle Mitchell</u>	Banking Witness:	<u>Giselle Mitchell</u>
Deposit \$:	<u>2585.75</u>	Bank Validated \$:	<u>2585.75</u>
Completion Time:	<u>2:29pm</u>	Bank Validation Time:	<u>3:11pm</u>
Change Order \$:	<u>700</u>	Change \$ Received:	<u>700</u>
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1335242</u>	<u>HB</u>	<u>34131872</u>	<u>HB</u>	<u>9:31am</u>
<u>1609344</u>	<u>BA</u>	<u>34131856</u>	<u>BA</u>	<u>7:30</u>
<u>1530473</u>	<u>BA</u>	<u>34131857</u>	<u>BA</u>	<u>7:30</u>
<u>1530473</u>	<u>BA</u>	<u>34131858</u>	<u>BA</u>	<u>7:30</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:	<u>1335242</u>	INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROPPED BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY - Friday DATE - 12/24/10

* Merry Christmas
Hudson & King Store!!
Enjoy the Holidays!!

Total o/s (-1.91) Love Always
NIORKA

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andre	59441806	AS	3:20

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dominguez	59441810	AS	4:11pm

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Yee	59441800	AS	10:19

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

127603080

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 1985.65
DO NOT DISCARD UPON REMOVAL DATE: 12/24/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

CHASE
CHASE
CHASE
CHASE
CHASE
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Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #52
Account Number Ending In: 0515
Checking Deposit \$1,985.65
Cash Amount \$1,985.65

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935

Member FDIC, Equal Housing Lender
Please keep your receipt
12/24/2010 10:43

Business Date 12/24/2010
Session #22

Thank you - Carlos
Cashbox #01

CHASE CHECKING CUSTOMER
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASEEXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASEEXCLUSIVESSM

**BETTER
RATES
MORE**

TranSource

DATE 12/24/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	1985	
COIN		65
CHECKS (NOT EACH SEPARATELY)		
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DEPOSIT PREPARED BY N. Balbuena

DEPOSIT VERIFIED BY N. Balbuena

PRINT NAME N. Balbuena

DEPOSIT BAG # 12-603080

TOTAL 1985/65

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCLOSED

TO REORDER:
CALL 1-888-704-545
AND REFERENCE
ORDER #Z6519383

TOTAL ITEMS 1985/65

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 155602010224 977170515

TranSource

DATE 12/24/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	1985	
COIN		65
CHECKS LIST EACH SEPARATELY		
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DEPOSIT PREPARED BY N. Balbuena

DEPOSIT VERIFIED BY N. Balbuena

PRINT NAME N. Balbuena

DEPOSIT BAG # 12-603080

TOTAL 1985/65

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TOTAL ITEMS 1985/65

TO REORDER
CALL 1-888-750-4345
AND REFERENCE
ORDER #Z65P9383

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 15602010221 7771705151

1985/65

Cash Management Log

DAY: Friday DATE: 12/24/10

SAFE COUNT

NAME	OPEN: <u>Nancy</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>Giselle</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>6A</u>	<u>1054</u>							<u>11AM</u>	<u>4PM</u>
\$0.01	<u>13</u>	<u>13</u>							<u>13</u>	<u>13</u>
\$0.05	<u>24</u>	<u>24</u>							<u>24</u>	<u>24</u>
\$0.10	<u>60</u>	<u>60</u>							<u>60</u>	<u>55</u>
\$0.25	<u>240</u>	<u>230</u>							<u>230</u>	<u>210</u>
\$1.00	<u>268</u>	<u>268</u>							<u>268</u>	<u>268</u>
\$2.00	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$5.00	<u>825</u>	<u>1175</u>							<u>1175</u>	<u>1190</u>
\$10.00	<u>30</u>	<u>30</u>							<u>30</u>	<u>40</u>
\$20.00	<u>260</u>	<u>0</u>							<u>0</u>	<u>0</u>
OTHER \$'s	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
Total Change Fund	<u>1800</u>	<u>1800</u>							<u>1800</u>	<u>1800</u>
# Tills/Total \$	<u>16000</u>	<u>active</u>							<u>active</u>	<u>40200</u>
# Till Drops	<u>10</u>	<u>13</u>							<u>13</u>	<u>610</u>
Cust. Recov. Cert.	<u>24</u>	<u>24</u>							<u>24</u>	<u>24</u>
P-Card	<u>Y(N)</u>	<u>Y(N)</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y(N)</u>	<u>Y(N)</u>
# Tip Bags	<u>115</u>	<u>105</u>							<u>115</u>	<u>610</u>
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>N. Balbuena</u>	Taken By Cash Controller: <u>N. Balbuena</u>
Preparing Deposit: <u>9:59am</u>	Date to Bank: <u>12/24/10</u>
Start Time: <u>9:59am</u>	Time to Bank: <u>10:13 AM</u>
Deposit Bag #: <u>127603080</u>	Deposit Bag #: <u>127603080</u>
Deposit Witness: <u>Nancy Balbuena</u>	Banking Witness: <u>Nancy Balbuena</u>
Deposit \$: <u>1985.65</u>	Bank Validated \$: <u>1985.65</u>
Completion Time: <u>10:10AM</u>	Bank Validation Time: <u>10:43 AM</u>
Change Order \$: <u>0</u>	Change \$ Received: <u>0</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>152413</u>	<u>(signature)</u>	<u>34131871</u>	<u>(signature)</u>	<u>3:45</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management LogDAY- Monday DATE - / / **SAFE COUNT**

NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE:	
	START	END	START	END	START	END	START	END	START	END
SAFE COUNT										
TIME										
\$0.01										
\$0.05										
\$0.10										
\$0.25										
\$1.00										
\$2.00										
\$5.00										
\$10.00										
\$20.00										
OTHER \$s										
Total Change Fund										
# Tills/Total \$										
# Till Drops										
Cust. Recov. Cert.										
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags										
Comments:										

Report Store Operating Funds

Signature:		\$ Amount Entered:	
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*Attach validated deposit slip/courier slip and deposit bag receipt to this sheet***DEPOSIT INFORMATION**

Deposit Prep		Deposit to Bank	
Cash Controller		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log**STORE COMMUNICATIONS**

DAY - _____

DATE - _____

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. *Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on Comments section of Safe Count Log.*
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. *Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on the Comments section of the Deposit Prep Log.*

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. *After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).*

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. *Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).*

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Week 13
Dec 27 - Jan 2

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

STARBUCKS COFFEE COMPANY DEPOSIT RECEIPT GRAND TOTAL: \$ 452.74
DO NOT DISCARD UPON REMOVAL DATE: 12/28/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603081

Cash Management Log

DAY- TUE DATE - 12/28/10

SAFE COUNT

ME	OPEN: <u>Mupla</u>		MID 1: <u>SW</u>		MID 2:		MID 3:		CLOSE: <u>Gusella</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>6:53</u>	<u>12:58pm</u>	<u>1:02pm</u>	<u>5:03p</u>					<u>5:05</u>	<u>7:30</u>
\$0.01	<u>13</u>	<u>9</u>	<u>9</u>	<u>9</u>					<u>9</u>	<u>86</u>
\$0.05	<u>24</u>	<u>20</u>	<u>20</u>	<u>20</u>					<u>20</u>	<u>86</u>
\$0.10	<u>55</u>	<u>40</u>	<u>40</u>	<u>40</u>					<u>40</u>	<u>8</u>
\$0.25	<u>210</u>	<u>160</u>	<u>160</u>	<u>160</u>					<u>160</u>	<u>130</u>
\$1.00	<u>228</u>	<u>231</u>	<u>231</u>	<u>231</u>					<u>231</u>	<u>8</u>
\$2.00	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>					<u>8</u>	<u>8</u>
\$5.00	<u>1070</u>	<u>860</u>	<u>860</u>	<u>860</u>					<u>860</u>	<u>655</u>
\$10.00	<u>120</u>	<u>140</u>	<u>140</u>	<u>140</u>					<u>140</u>	<u>140</u>
\$20.00	<u>80</u>	<u>340</u>	<u>340</u>	<u>340</u>					<u>340</u>	<u>600</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>8</u>	<u>8</u>					<u>8</u>	<u>0</u>
Total Change Fund	<u>1800</u>	<u>1800</u>	<u>1800</u>	<u>1800</u>					<u>1800</u>	<u>1800</u>
# Tills/Total \$	<u>46000</u>	<u>active</u>	<u>in use</u>	<u>in use</u>					<u>active</u>	<u>active</u>
# Till Drops	<u>10</u>	<u>48</u>	<u>4</u>	<u>410</u>					<u>410</u>	<u>410</u>
Cust. Recov. Cert.	<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>					<u>24</u>	<u>24</u>
P-Card	<u>Y(N)</u>	<u>Y(N)</u>	<u>Y(N)</u>	<u>Y(N)</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y(N)</u>	<u>Y(N)</u>
# Tip Bags	<u>13</u>	<u>13</u>	<u>40</u>	<u>40</u>					<u>40</u>	<u>40</u>
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller reparing Deposit: <u>SW</u>	Taken By Cash Controller: <u>SW</u>	Date to Bank: <u>12/28/10</u>	Time to Bank: <u>1:40pm</u>
Start Time: <u>1pm</u>	Deposit Bag #: <u>127603081</u>	Banking Witness: <u>Gusella Mitchell</u>	Bank Validated \$: <u>452.74</u>
Deposit Witness: <u>Gusella Mitchell</u>	Completion Time: <u>1:30pm</u>	Bank Validation Time: <u>1:30pm</u>	Change \$ Received: <u>8</u>
Change Order #: <u>8</u>	Comments:	Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	-WITNESS (mandatory):	TIME:
<u>127627</u>	<u>TW</u>	<u>1276030820</u>	<u>(signature)</u>	<u>740</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY -

WED

DATE -

12/28/10
12/29/10

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrae	59442034	SH	1:30pm
Serenity	59442030	CD	6pm

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Beth	59442062	CD	8pm

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59442050	SH	10:47am

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
SAM	59442030	CD	8pm

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 1389.62
DO NOT DISCARD UPON REMOVAL DATE: 12/29/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603083



Thank You

1-888-751-9000
www.tdbank.com

12/29/10	PENNY ARCADE AMT	\$250.32
3	11:56AM DE 5433 FEE AMT	\$0.00

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL
FOR ALL ACCOUNTS. PLEASE REFER TO IDENTIFICATION
COLLECTION AND THE PROVISIONS OF ANY APPLICABLE COLLECTION AGREEMENT.

50-0178 09/09

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CHASE
CHASE
CHASE
CHASE
CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #41	
Account Number Ending In:	0515
Checking Deposit	\$1,389.62
Cash Amount	\$1,389.62

Further review may result in delayed availability of this deposit

JP Morgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-535-9935
Member FDIC, Equal Housing Lender
Please keep your receipt.
12/29/2010 13:01

Business Date 12/29/2010
Session #19

Thank you - Williamae
Cashbox #06

CHASE CHECKING EXCLUSIVES
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES
Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASE EXCLUSIVESSM

**BETTER
RATES**

MORE

TranSource

12/29/10

DATE

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY *SA*

DEPOSIT VERIFIED BY *WJA*

PRINT NAME *Security Marshall*

DEPOSIT BAG #

TOTAL 1389 62

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REMEMBER: CALL REFERENCE ORDER #76579383

ORDER #76579383

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

15602070221


277170515

1389 62

TranSource

DATE 12/29/10

DEPOSIT TICKET


STARBUCKS COFFEE COMPANY
 STORE #1649
 345 HUDSON ST

#	DESCRIPTION	DOLLARS	CENTS
1	CURRENCY		
2	COIN		
3	CHECKS LIST EACH SEPARATELY		
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME Sevyn Marshall

DEPOSIT BAG # [Blank]

TOTAL 1389.62

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

JP MORGAN CHASE BANK

TOTAL ITEMS 1

TO REORDER CALL 1-888-250-4345 AND REFERENCE ORDER #Z65F9383

DEPOSIT TICKET

Cash Management Log

DAY- WED DATE- 12/29/10

SAFE COUNT

JAME	OPEN: <u>Nicola</u>		MID 1: <u>SA</u>		MID 2:		MID 3:		CLOSE: <u>Giselle</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>6:19am</u>	<u>10:29a</u>	<u>10:23a</u>	<u>3:55p</u>					<u>3:55p</u>	<u>6:30</u>
\$0.01	<u>6</u>	<u>6</u>	<u>6</u>	<u>16</u>					<u>16</u>	<u>14</u>
\$0.05	<u>6</u>	<u>6</u>	<u>6</u>	<u>16</u>					<u>16</u>	<u>8</u>
\$0.10	<u>8</u>	<u>8</u>	<u>8</u>	<u>50</u>					<u>50</u>	<u>45</u>
\$0.25	<u>120</u>	<u>120</u>	<u>120</u>	<u>220</u>					<u>220</u>	<u>180</u>
\$1.00	<u>208</u>	<u>208</u>	<u>208</u>	<u>148</u>					<u>148</u>	<u>148</u>
\$2.00	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>					<u>8</u>	<u>8</u>
\$5.00	<u>655</u>	<u>540</u>	<u>540</u>	<u>840</u>					<u>840</u>	<u>795</u>
\$10.00	<u>190</u>	<u>200</u>	<u>200</u>	<u>190</u>					<u>190</u>	<u>190</u>
\$20.00	<u>600</u>	<u>720</u>	<u>720</u>	<u>320</u>					<u>320</u>	<u>590</u>
OTHER \$'s	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>					<u>8</u>	<u>8</u>
Total Change Fund	<u>1800</u>	<u>1800</u>	<u>1800</u>	<u>1800</u>					<u>1800</u>	<u>1800</u>
# Tills/Total \$	<u>1800</u>	<u>active</u>	<u>in use</u>	<u>in use</u>					<u>1800</u>	<u>1800</u>
# Till Drops	<u>14</u>	<u>5</u>	<u>5</u>	<u>40</u>					<u>Active</u>	<u>4020</u>
Cust. Recov. Cert.	<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>					<u>40</u>	<u>40</u>
P-Card	<u>Y(N)</u>	<u>Y(N)</u>	<u>Y(N)</u>	<u>(Y)N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>(Y)N</u>	<u>(Y)N</u>
# Tip Bags	<u>14</u>	<u>14</u>	<u>14</u>	<u>40</u>					<u>40</u>	<u>40</u>
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller reparing Deposit: <u>SA</u>	Taken By Cash Controller: <u>SA</u>
Start Time: <u>12:30pm</u>	Date to Bank: <u>12/29</u>
Deposit Bag #: <u>127603083</u>	Time to Bank: <u>12:45pm</u>
Deposit Witness: <u>MB</u>	Deposit Bag #: <u>127603083</u>
Deposit \$: <u>1389.62</u>	Banking Witness: <u>MB</u>
Completion Time: <u>12:48pm</u>	Bank Validated \$: <u>1389.62</u>
Change Order \$: <u>670</u>	Bank Validation Time: <u>1:01pm</u>
Comments:	Change \$ Received: <u>670</u>
	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS	TIME:
<u>11692344</u>	<u>BJ</u>	<u>127609085</u>	<u>MB</u>	<u>8:00</u>

DM VERIFICATION

DM Signature: _____ Date Reviewed: _____

Comments: _____

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:
<u>1335412</u>	<u>MB</u>
CC WITNESS (mandatory): <u>SA</u>	TIME: <u>10:24am</u>
DROP BAG #S:	
34131858	34131857
34131865	34131871
34131863	34131870
34131874	34131873
34131867	34131875
1276030820	34131856
59471816	34131872

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - Thurs

DATE -

A. Sutherland (-7.30)

SM (-1.90)

B. J. (-10.01) found on dropped in HR

N. Buchanan (-.14)

(-19.34)

\$5 in singles was shorted from the bank

\$5 bill was also shorted from the bank

be for Wed
page 15 on
se/

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
LIM	59442018	W	3:30

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tasha	59442022	W	3:30
Breke	59442014	W	7:45

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Yee	59442028	W	8:00am
Dominique	59442020	W	3:30

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Michael	59441830	W	12:30pm
Troy	59442016	W	4:30

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Extra	59442024	W	12:00pm

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

My Transaction Summary

Further review may result in delayed availability of this deposit

Business Date 12/30/2010
Session #7

STAR MARSHALL0001135

CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASEEXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASEEXCLUSIVESSM

**BETTER
RATES**

MORE

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 1160.92
DATE: 12/30/10
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603086

Transurte

DATE 12/30/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	160	
COIN		37
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY N. P. Ballouong

DEPOSIT VERIFIED BY N. P. Ballouong

PRINT NAME N. P. Ballouong

DEPOSIT BAG # 127-603086

TOTAL 160.37

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER CALL 1-888-792-4445 AND REFERENCE ORDER #7659383

1610920

STARBUCKS COFFEE COMPANY
345 HUDSON ST

JPMORGAN CHASE BANK

1610920

DEPOSIT TICKET

Transpurge

DATE 12/30/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	100.00	
COIN		
CHECKS LIST EACH SEPARATELY		
1	18.00	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
DEPOSIT PREPARED BY <u>M. B. [Signature]</u>		
DEPOSIT VERIFIED BY <u>[Signature]</u>		
PRINT NAME <u>[Signature]</u>		
DEPOSIT BAG # <u>127-602-16</u>		
TOTAL <u>118.00</u>		

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-750-4445
AND REFERENCE
ORDER #Z65F9383

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST
JPMORGAN CHASE BANK

11649 1550 20103 21068 777170515

Cash Management Log

DAY: Thursday DATE: 02/30/10

SAFE COUNT

AME	OPEN: <u>11:00</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>1:00</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>6A</u>	<u>12pm</u>			<u>1:10</u>	<u>7:49</u>
\$0.01	<u>14</u>	<u>21</u>			<u>21</u>	<u>21</u>
\$0.05	<u>8</u>	<u>18</u>			<u>18</u>	<u>18</u>
\$0.10	<u>45</u>	<u>100</u>			<u>100</u>	<u>90</u>
\$0.25	<u>180</u>	<u>340</u>			<u>340</u>	<u>310</u>
\$1.00	<u>148</u>	<u>216</u>			<u>216</u>	<u>171</u>
\$2.00	<u>2</u>	<u>6</u>			<u>6</u>	<u>2</u>
\$5.00	<u>195</u>	<u>1105</u>			<u>1105</u>	<u>870</u>
\$10.00	<u>190</u>	<u>0</u>			<u>0</u>	<u>50</u>
\$20.00	<u>520</u>	<u>0</u>			<u>0</u>	<u>260</u>
OTHER \$'s	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
Total Change Fund	<u>1800</u>	<u>1800</u>			<u>1800</u>	<u>1190</u>
# Tills/Total \$	<u>1020</u>	<u>1020</u>			<u>1020</u>	<u>4020</u>
# Till Drops	<u>10</u>	<u>28</u>			<u>28</u>	<u>110</u>
Cust. Recov. Cert.	<u>29</u>	<u>39</u>			<u>29</u>	<u>25</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>66</u>	<u>15</u>			<u>15</u>	<u>110</u>
Comments:						<u>\$5 from the bundle was missing</u>

Report Store Operating Funds

Signature:	\$ Amount Entered:
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Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>R. Balbuena</u>	Taken By Cash Controller:	<u>R. Balbuena</u>
Preparing Deposit:	<u>12:19pm</u>	Date to Bank:	<u>12/30/10</u>
Start Time:	<u>12:19pm</u>	Time to Bank:	<u>12:48pm</u>
Deposit Bag #:	<u>1271003086</u>	Deposit Bag #:	<u>1271003086</u>
Deposit Witness:	<u>Banking Witness</u>	Banking Witness:	<u>Banking Witness</u>
Deposit \$:	<u>1610.92</u>	Bank Validated \$:	<u>1610.92</u>
Completion Time:	<u>12:47pm</u>	Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1530473</u>	<u>EW</u>	<u>59441794</u>		<u>748</u>
<u>1530473</u>	<u>EW</u>	<u>59441828</u>		<u>748</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

Total +5.81

Fri
+80.30
Beth +67.42added the
\$10 found
from Beth's
registeris
belongs on
this
page

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
yer	59442010	JB	9:25

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	59442012	JB	8:03 AM
hicko	59442008	JB	8:11 PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 1716.35
DO NOT DISCARD UPON REMOVAL
DATE: 12/31/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603087